

Management System: Requirements Management**Subject Area: Document Control Management****Procedure: Preparing and Submitting CBC MS Documents**

**Issue Date and
Revision Number:**
08/21/14 1

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1.0 Applicability

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) Management System Owners (MSOs) and/or Assistant Directors (ADs), the Controlled Document Coordinator (CDC), Subject Matter Experts (SMEs), Document Control SMEs, and Authors who develop or revise CBC MS documents (i.e., Management System Descriptions [MSDs], Policy Statements (POs), Program Descriptions (PDs), Subject Area Descriptions (SADs), Subject Area Procedures (SAPs), and Technical Instructions (TI). See CBC MS Document Hierarchy located under Related Information on the MSD Website. New or revised CBC MS documents may result from a variety of sources including reviews, new/revised requirements, responses to questions/comments, feedback, etc.

2.0 Required Procedure

For new Subject Area Descriptions (SADs), go to Step 1.

For all other new MS documents, major revisions, and minor revisions, go to Step 3.

Step 1	For new subject areas only, the MSO/AD determines the need for new SADs. The MSO/AD assigns an SME to develop the draft document and notifies the MSO/AD when the draft is complete.
Step 2	The MSO/AD reviews and accepts or rejects the proposed SAD: NOTE: The MSO/AD is the only person authorized to accept or reject a proposed SAD.
Step 3	The SME creates the draft CBC document using the standard CBC MS templates and instructions. The SME will ensure that the latest version of MSWord is used for the document to facilitate the review.

	<p>NOTE: See the following:</p> <ul style="list-style-type: none"> • Management System Description (MSD) Template and Instructions • Subject Area Description (SAD) Template and Instructions • Procedure Template and Instructions • Program Description Template and Instructions • Policy Template • Technical Instruction • Determine what information belongs in a Subject Area Procedure • Checklist for Submitting CBC MS Documents and CBC MS Document Acceptance Standards • Information for CBC MS Authors • MSD Document Identifiers
Step 4	<p>The SME prepares the new or revised draft documents in accordance with the templates in Step 3.</p> <p>Minor Revisions – The AD/SME/Author can determine that a minor revision can be made to any document before the two (2)-year review cycle is achieved. If a change to the document is needed, use track changes. The use of track changes will place a change bar next to the paragraph where the change occurred. All page changes will be incorporated into the Controlled Document during the next review cycle.</p> <p>See SAP-OD-410B-04, <i>Approving CBC MS Documents</i> for the approval of minor revisions.</p> <p>The SME will send an email the applicable link to the SharePoint Site with the documents to the MSO/AD and/or other identified reviewers for review and approval.</p>
Step 5	<p>CBC MSO/AD reviews document for completeness.</p> <ol style="list-style-type: none"> If items are missing, CBC MSO/AD emails the SME requesting the missing items. No work is performed until a complete workable package is received. If it is a complete workable package, go to Step 6. <p>NOTE: See Checklist for Submitting CBC MS Documents and CBC MS Document Acceptance Standards.</p>
Step 6	<p>CBC Author/SME:</p> <ul style="list-style-type: none"> • Uploads the draft Controlled Document (with track changes selected) to SharePoint MS Documents Review library; • Sends an email to all CBC MSOs/ADs/Supervisors and applicable

	<p>reviewers per SAP-OD-410B-03, <i>Reviewing CBC MS Documents</i> (i.e. Office of Chief Counsel, Office of Civil Rights and Diversity, Office of Technical Services and Asset Management - Records, etc.) stating that the controlled document is located on SharePoint MS Document Review Library. The email shall include the following instructions: The allotted review period, the review requestor, and the hyperlink to the document. The reviewers access the draft document and enter comments by the stated deadline.</p> <ul style="list-style-type: none">• The email is also sent to the CDC who shall review documents for compliance.• <u>If no comments are deemed necessary by the MSO/AD or their designated representative, they should indicate this in the notes section of their workflow approval.</u>								
Step 7	<p>In Section 4 of the Procedures, identify the records generated by inserting the following language:</p> <p>Records generated through implementation of this procedure are identified as follows, and are maintained by the (insert the originating EMCBC organization here) in accordance with the EMCBC Organizational File Plan:</p> <p><u>Example of entry for Section 4.0 Records Generated:</u></p> <table><tr><th>Records Category Code:</th><th>Records Title:</th><th>Responsible Organization:</th><th>Quality Record Classification: (Lifetime, Non-Permanent or Not Applicable)</th></tr><tr><td>ADM 03-03-A1B</td><td>Routine Procurement Files – Transactions Below the Simplified Threshold – P-Card Holder Files</td><td>Office of Contracting</td><td>Not Applicable</td></tr></table>	Records Category Code:	Records Title:	Responsible Organization:	Quality Record Classification: (Lifetime, Non-Permanent or Not Applicable)	ADM 03-03-A1B	Routine Procurement Files – Transactions Below the Simplified Threshold – P-Card Holder Files	Office of Contracting	Not Applicable
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ADM 03-03-A1B	Routine Procurement Files – Transactions Below the Simplified Threshold – P-Card Holder Files	Office of Contracting	Not Applicable						
Step 8	<p>The ADs or designated reviewer reviews online draft documents:</p> <ul style="list-style-type: none">• If no revisions are required, the AD or designated reviewer emails approval back to the SME.• If revisions are required, the AD or designated reviewer, using track changes, makes appropriate corrections. The SME/Author cannot move forward with the approval process until all comments have been addressed and discussed with the commenter.								
Step 9	<p>This procedure is concluded; go to Procedure 3, <i>Reviewing CBC MS Documents</i></p>								

3.0 References – Forms/Attachments/Exhibits

3.1 References

- SAP-OD-410B-03 – Reviewing CBC MS Documents
- SAP-OD-410B-04 – Approving CBC MS Documents
- CBC MS Document Hierarchy
- Checklist for Submitting CBC MS Documents and CBC MS Document Acceptance Standards
- Determine if Information Belongs in a Subject Area Procedure
- Information for CBC MS Authors
- MSD Document Identifiers

3.2 Attachments

- Attachment 1 – ATT-OD-410B-02-A1, MSD Template
- Attachment 2 – ATT-OD-410B-02-A2, SAD Template
- Attachment 3 – ATT-OD-410B-02-A3, Procedure Template
- Attachment 4 – ATT-OD-410B-02-A4, Program Description Template
- Attachment 5 – ATT-OD-410B-02-A5, Policy Template
- Attachment 6 – ATT-OD-410B-02-A6, Technical Instruction Template

3.3 Exhibits

- Exhibit 1 – MSD Template Instructions
- Exhibit 2 – SAD Template Instructions
- Exhibit 3 – Procedure Template Instructions
- Exhibit 4 – Program Description Instructions
- Exhibit 5 – Policy Template Instructions
- Exhibit 6 - Technical Instructions

3.4 Forms

- FM-OD-410B-F1, Rev. 0 – EMCBC Record of Revision
- FM-OD-410B-F2, Rev. 0 – EMCBC Controlled Document Change Request
- FM-OD-410B-F3, Rev. 0 – EMCBC Document Review Record Sheet
- FM-OD-410B-F4, Rev. 0 – Sample Comment Resolution Matrix

4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the Office of the Director in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	Quality Record Classification (Lifetime, Non-Permanent or Not Applicable)
*ADM 16-01-A	Administrative Issuances – Preparing and Submitting CBC MS Documents	Office of the Director	Not Applicable

*The Records Category Code indicated above is used for Subject Area Document Control Management Procedures only. Any other Subject Area Procedure documents are to be assigned a Records Category Code based on the subject content contained within the document.

EMCBC RECORD OF REVISION**DOCUMENT TITLE: Preparing and Submitting CBC MS Documents**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Document	All	7/31/12
1	Updates to Steps 1, 4, 6, and 8 Technical Instructions Template and Guide	All	8/21/14